

**STAFF SERVICES ANALYST**

Permanent/Full-time

Salary: \$2632-4155

**FINAL FILING DATE: July 13, 2007**

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The mission of the CALFED Bay-Delta Program is to develop and implement a long-term comprehensive plan that will restore ecological health and improve water management for beneficial uses of the Bay-Delta System.

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**THE POSITION...**

This California Department of Forestry and Fire Protection position performs analytical and business services work in the areas of Management Analysis and Business Services/Facilities Management for the CALFED Bay-Delta Program (CBDP).

**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Reviews and analyzes existing administrative policies and procedures and drafts proposed revisions or new policies and procedures based on changes in law, regulation, or State policy.
- Serves as content manager for the CBDP Intranet. Leads effort to redesign CALFED Intranet site.
- Serves as the CBDP Records Management Coordinator.
- Prepares purchase requisitions for all non-IT goods and services for the CBDP and oversees maintenance of CBDP supply room inventory.
- Assists with facilities management and building security and serves as alternate liaison and coordinator between CBDP and GSA and onsite building maintenance contractor regarding all facilities-related issues.
- Serves as Emergency Response Team (ERT) leader and backup Emergency Preparedness Coordinator.

**DESIRABLE QUALIFICATIONS INCLUDE BUT ARE NOT LIMITED TO:**

- Ability to interpret and apply state rules and regulations
- Ability to analyze data, draw sound conclusions and present ideas and information effectively both orally and in writing
- Ability to prepare and conduct training and other oral presentations
- Proficiency with Microsoft Office products, particularly Word and Excel
- Ability to work productively in a demanding environment
- Detail-oriented
- Maintain high ethical standards and provide quality customer service
- Strong organizational skills

**WHO MAY APPLY...**

Applicants currently in the Staff Services Analyst classification or who have eligibility for appointment or transfer to this classification. Priority will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

**HOW TO APPLY...**

Submit a State application (Form STD. 678) and resume to:

CALFED Bay-Delta Program - Human Resources - LC  
650 Capitol Mall, 5<sup>th</sup> Floor  
Sacramento, CA 95814

**QUESTIONS?** Contact Lillian Castro at (916) 445-5616 or [Lillian.Castro@calwater.ca.gov](mailto:Lillian.Castro@calwater.ca.gov)